

COMPENSATION & BENEFITS

COMPENSATION: \$108,784 - \$164,653 annually. The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

BENEFITS PACKAGE:

Retirement Plan - The successful candidate will be eligible for participation in a contributory defined benefit plan. Details will be provided upon request.

Upon retirement, the successful candidate may participate in a retiree healthcare benefits program. Details on the program will be provided upon request.

Cafeteria Benefit Plan - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employees as taxable income. Benefits available within MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Note: Not applicable to County employees who are currently in Flex.)

Non-Elective Days - Ten (10) paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts - Employees may contribute up to \$200 per month tax-free to a Health-Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.

Savings Plan (401K) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Deferred Compensation Plan (457) - Optional tax-deferred income plan that may include a County matching contribution of up to 4% of employee's salary.

Holidays - Eleven paid (11) days per year.

SOCIAL SECURITY ACT OF 2004: Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

SELECTION PROCESS

Qualified candidates are invited to submit a statement of interest along with a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position.

Resume packets should include all of the following:

Names of schools, colleges or universities attended, dates attended, degrees earned, and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and salary information.

Each candidate's background will be evaluated on the basis of information submitted to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes to be considered.

Information submitted must clearly show that the candidate meets the Minimum Requirements and the Desirable Qualifications of this recruitment announcement.

Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

The names of the most highly qualified candidates will be submitted to the Assistant Executive Officer for final selection.

NOTE: A background investigation will be completed on the candidate selected for this position.

HOW TO APPLY:

Submit resumes (email preferred) to Alejandra Hinojosa. Resumes will be considered as they are received.

Executive Office of the Board of Supervisors
HUMAN RESOURCES DIVISION
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 374
Los Angeles, CA 90012
(213) 974-1421

Email: BOS-ExecutiveRecruitment@bos.lacounty.gov

An Equal Opportunity/ADA Employer

Additional information about Los Angeles County can be found at:
www.lacounty.gov



County of Los Angeles Career Opportunity



The County of Los Angeles is accepting resumes for

DEPUTY EXECUTIVE OFFICER, BOARD OF SUPERVISORS (UC)

Filing Period: May 16, 2016 – Until the needs are met

Annual Salary: \$108,784 - \$164,653 (MAPP R12)

THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are thirty-two appointed positions that report directly to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2015-16, the County has an annual budget in excess of \$28 billion and funding for over 100,000 positions to serve its diverse population.

THE EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS

The Executive Office of the Board of Supervisors provides support services to the Board of Supervisors including preparing the Board's weekly agendas and its statements of proceedings, maintaining the Board's official records, providing information technology support, accounting, procurement, human resources, payroll, facility management and other administrative services. In addition, the Executive Office supports and staffs various County commissions, committees, and task forces. The Department has a budget of over \$177 million and includes funding for approximately 400 budgeted positions.



THE OPPORTUNITY

The Deputy Executive Officer (DEO), Board of Supervisors reports to the Assistant Executive Officer (AEO), and is responsible for the Planning and Performance Management (PPM) Division with responsibilities of the overall administration and management of the Project Management Office (PMO), Performance Metrics, Business Continuity Planning (BCP), Resource Management as well as PPM budget relative to the Executive Office, the Board of Supervisors, various Commissions, and special investigative and oversight units.

ESSENTIAL JOB DUTIES

Assists in the administration of the Executive Office of the Board of Supervisors, including planning and developing division policies and procedures, planning and directing the development and control of division budgets, directing, monitoring and evaluating the work of subordinate managers, participating in the development of departmental policies and procedures, establishing and maintaining effective relationships with County departments, representing the Executive Office to individual members of the public as well as to public and private organizations that do business with the Executive Office.

Oversees and provides leadership to Project Management Office (PMO) for the Executive Office, including directing and managing the Executive Office project management team through expertise and training to the Chief Project Management Officer and staff who act as project managers for strategic information technology objectives and other Executive Office projects.

Directs and manages staff responsible for supervising project managers who provide expertise and training to Executive Office managers and staff who participate as stakeholders/members on project teams.

Oversees the strategic planning process for Executive Office by assisting departmental executives, senior managers, and managers in the formulation of departmental goals, objectives, policies, and processes.

Directs and manages staff responsible for supervising the recording and documentation of strategic plan objectives and supporting information, manage and monitor milestone completion status information from project teams for consolidated reporting, and the publishing of strategic object status information.

ESSENTIAL JOB DUTIES (Continued)

Manages Business Continuity Planning (BCP) unit by providing leadership to coordinate, assess, develop, and communicate technology recovery requirement.

Directs the development of BCP by working with multiple business units within the Executive Office (EO) and the Information Technology (IT) division to facilitate disaster recovery resource, strategies, and solutions including risk assessment, business impact analysis, strategy selection, documentation, and recovery procedures.

Plans, conducts, and debriefs regular mock-disaster exercises to test the adequacy of existing plans and strategies, and update procedures and plans on an on-going basis.

Leads and directs Resource Management unit by consulting with the Information Technology (IT) division to control license management of software, hardware, and applications, chairs Change Advisory Board (CAB), monitor IT and project management training, create technical documentation, review and validate system resource planning, provide Information Lifecycle Management (ILM) for IT infrastructure, and create system performance reports.

Oversees performance measures for Executive Office, including advising division managers in the identification of appropriate performance measures, directing staff responsible for supervising the collection of performance measures data from divisions for review and consolidated reporting, the publishing of consolidated performance measures reports, the performance of trending and outcome analysis and the preparation of performance measures report for the yearly budget process and for the other management reports.



MINIMUM REQUIREMENTS

A Bachelor's degree from an accredited college –AND- four (4) years' progressively responsible experience managing highly complex analytical assignments, enterprise information technology systems design and implementation, operations projects, and project management teams.

LICENSE:

A valid California "Class C" Driver License or ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- ◆ Demonstrated experience managing highly complex enterprise technology projects through a formal project management methodology.
- ◆ Experience managing and coaching project management teams and analysts.
- ◆ Experience in executive collaboration to facilitate group decision-making in order to formulate a strategic plan and objectives for an organization.
- ◆ Experience managing and monitoring Information Technology contracts, licensing, agreements, and solicitation processes.
- ◆ Experience formulating disaster recovery strategies and testing by working with business and technology teams.
- ◆ Experience directing and evaluating staff through subordinate managers.
- ◆ Demonstrated leadership experience handling multiple, highly sensitive programs and priorities concurrently.
- ◆ Experience with budget, finance and personnel matters.
- ◆ Knowledge of government process at the local, State or Federal level.
- ◆ Strong written communication and oral presentation skills.